ESD – Code 750
Implementation Plan (IMP)

Enterprise Solutions Division (ESD), Code 750
Implementation Plan for
(Project Name)

Document #: Code750-<projectname>-*IMP*-<version #>-<date>
Version: 0.0, MMDDYYYY
Effective Date: MMDDYYYY
Expiration Date: <MMDDYYYY (*3 years following effective date*)
Responsible Office: Enterprise Solutions Division (ESD), Code 750, GSFC

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SIGNATORY AUTHORITY

This Implementation Plan (IMP) is valid for three (3) years after the last date on the signatures below. At that time, the document content will be reviewed, updated if necessary, and revalidated by the Communications and Security Services Division (ESD), Code 750, Goddard Space Flight Center (GSFC) in Greenbelt, Maryland.

Approved by:

_____

Dwaine Kronser / Division Chief   Date
Enterprise Solutions Division, Code 750 , GSFC

Approved by: (*Complete the following if Directorate level approval is required*)

_____

Name / Title   Date
Organization or Branch or Division, Code NNN, GSFC

Approved by: (*Customer signature block*)

_____

Name / Title   Date
Organization or Branch or Division, Code NNN, GSFC

Prepared by:

_____

Tom Perricone / Team Lead   Date
Enterprise Solutions Division, Code 750, GSFC

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SECTION 1.0: INTRODUCTION

The Implementation Plan (IMP) describes how the system or service will be deployed, and installed into an operational environment. The plan contains an overview of the system/service, a description of the major tasks involved in the implementation, the overall resources needed to support implementation activities, and any site-specific implementation requirements. The plan is initiated during the Design Phase, baselined subsequent to the Critical Design Review (CDR), and finalized after the verification of implementation activities.

Instructions
1. This is a template.
2. There are instructions *(content shown in parentheses and italics)* imbedded throughout the template to assist content developers.
3. The instructions should be removed from the template prior to peer review
4. The existing sections and sub-sections in this document are required.
5. GSFC Project Managers/Team Leads may add additional sub-sections as required based on the scope of their project.
6. Assistance with any of the instructions can be obtained from the configuration management team by sending an email to ncmt@mail.nascom.nasa.gov

1.1 Purpose
(This section describes the purpose of the Implementation Plan. Reference the system/service name and any pertinent information about the system or service to be implemented)

1.2 Scope
(This section defines the scope of the implementation activity. Define what is included within the scope of the implementation activity, and identify anything associated with the system/service that will not be addressed by this implementation as applicable)

This implementation shall encompass the following*:*
1. (Placeholder)
2. (Placeholder)

This implementation does not include or address the following*:*
1. (Placeholder)
2. (Placeholder)

1.3 System/Service Overview
(Provide a brief overview of the system/service that is being implemented)

1.4 System/Service Description
(Provide an overview of any operations, engineering, and/or security processes that the system/service is intended to support)

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1.5 System/Service Organization

(Provide a brief description of the system/service structure and the major components required for the implementation of the system/service. The description should include hardware and/or software. Add diagrams or charts as needed.)

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SECTION 2.0: MANAGEMENT OVERVIEW

2.1 Description of the Implementation
(Provide a brief description of the strategic approach to this implementation activity.   This description should include a summary of who is implementing the system/service, what is being implemented, where it is being implemented, and how the system/service is being implemented.)

2.2 Points of Contact
(Additional points-of-contact may be added to this table as applicable)

Role	Name	Title	Organization	Email address
GSFC PM/TM				
Code 750 PM/TL (where applicable)				
Implementation Team Lead				
Data Center Manager				

Table N. *Points of Contact*

2.3 Project Requirements
The requirements defined for this implementation activity are derived from the *(enter document name(s), sections and section titles).*

#	Requirement	Criticality (1, 2, 3)
1		
2		

Table N. *Project Requirements*

2.4 Site and Organization Specific Requirements
(Identify any Organization and/or Site specific requirements for this implementation activity. Insert a separate table for each Organization or site as needed)

Organization/Site	#	Requirement	Criticality (1, 2, 3)
	1		
	2		

Table N. *Organization/Site Specific Requirements*

2.5 Implementation Specific Constraints
(Identify any cost, schedule, agreement, technical, resource, or other constraints that may impact this implementation activity)

Constraint	Effect on this Implementation	Mitigation

Table N. *Implementation Specific Constraints*

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2.6 Major Tasks

(Provide a brief description of each of the major tasks defined for this implementation activity in the subsections listed below. Additional sub-sections may be added as required.)

The following are brief descriptions for each of the high-level tasks defined for this implementation. Detailed information is provided in sections 3.0 through 6.0 of this document.

2.6.1   Overall Planning and Coordination

2.6.2   Training (internal/external)

2.6.3   Operations and Maintenance/Supporting Operations Documentation

2.6.4   Technical Assistance (internal/external)

2.6.5   Site Surveys

2.6.6   Specialized Hardware and Software/Lab Facilities and Equipment Acquisition

2.6.7   Data Conversion

2.6.8   Site Facilities Preparation

2.7 Implementation Schedule

(Provide a schedule of activities to be accomplished during implementation with forecasted start and end dates or insert a copy of the Project/Task Plan (PTP) or integrated schedule for this project)

2.8 Security

2.8.1   System/Service Security Features

(Provide an overview of the security features that will be associated with the system/service when implemented. This should include primary security features for hardware and software, and the protection of sensitive data and information)

2.8.2   Security During Implementation

(Identify any security issues directly related to this implementation activity)

2.9 Procurement and Property Management

2.9.1   Hardware Procurement

(Define how system/service hardware will be procured, by whom it will be procured, and when it will be procured)

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2.9.2 Hardware Maintenance

(Identify who will have the primary responsibility for all Code 750 implemented hardware. Include hardware maintenance agreements or other factors related to operations and maintenance of the hardware.)

2.9.3 Software Procurement

(Define how system/service software or other appliances, applets, etc. will be procured or provided, by whom it will be procured or provided, and when it will be procured or provided)

2.9.4 Software Maintenance

(Identify who will have the primary responsibility for all Code 750 implemented software. Include software licensing and maintenance agreements or other factors related to operations and maintenance of the software)

2.9.5 Network Augmentation Procurement

(Define how local and/or wide-area network requirements will be addressed or procured, by whom they will be addressed or procured, and when they will be addressed or procured)

2.9.6 Network Maintenance

(Identify who will have the primary responsibility for all Code 750 procured or implemented local and/or wide-area network circuits and/or components. Include maintenance agreements or other factors related to operations and maintenance of the circuits and/or components)

2.9.7 Facilities Maintenance

(Identify who will have the primary responsibility for all facilities maintenance in those locations where Code 750 procured or implemented resources reside. Include any maintenance agreements or other factors related to operations and maintenance of the facilities)

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SECTION 3.0: IMPLEMENTATION SUPPORT

For the purposes of this document, Section 3.0, Implementation Support is used to document GSFC, Wallops Flight Facility (WFF), single site implementation or reconfiguration requirements. If the implementation activity affects more than one (1) site, the primary site should be documented in this section and additional sites documented in Section 5.0, Implementation Approach by Site.

3.1 Hardware, Software, Facilities, and Support Materials

3.1.1   Hardware

(Provide a list of the hardware that will be implemented during this activity. This should include network devices, test equipment, and other any permanent or temporary device that will be implemented or used to support implementation. Activities consisting of configuration changes to existing hardware should also be noted in this section. If the equipment is site specific, list it under Section 5.0, Implementation Approach by Site. Insert Not Applicable if there are no hardware requirements defined for this project)

Device Name	Category (NW, Test, Security)	Permanent/ Temporary	# of Devices	Installation Location

Table N. *Hardware to be Implemented*

3.1.2   Software

(Provide a list of the software that will be implemented during this activity. This should include client, server, applet or other software that will be implemented or used to support implementation. Activities consisting of configuration changes to existing software should also be noted in this section. If the equipment is site specific, list it under Section 5.0, Implementation Approach by Site. Insert Not Applicable if there are no software requirements defined for this project)

Software Name	Category (NW, Test, Security)	Type (Client, Server, Applet, etc.)	Permanent/ Temporary	Installation Location

Table N. *Software to be Implemented*

3.1.3   Facilities

(Provide a list of the facilities requirements/modifications that will be implemented during this activity. This should include facilities modifications that will be implemented or used to support implementation. If facilities modifications are site specific, list them under Section 5.0, Implementation Approach by Site. Insert Not Applicable where there are no requirements defined for this implementation)

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3.1.3.1 Floor Space

Location	Square Footage Required	Responsible Party	How Req. is Being Addressed

Table N. *Facilities Requirements – Floor Space*

3.1.3.2 Rack Space

Location	RU Space Required	Responsible Party	How Req. is Being Addressed

Table N. *Facilities Requirements – Rack Space*

3.1.3.3 Power, UPS, Lighting, HVAC

Location	Category (P, U, L, H)	Requirement	Responsible Party	How Req. is Being Addressed

Table N. *Facilities Requirements – Power, UPS, Lighting, HVAC*

3.1.3.4 Network Augmentation

Location	LAN/WAN	Requirement	Responsible Party	How Req. is Being Addressed

Table N. *Facilities Requirements – Network Augmentation*

3.1.3.5 Physical Security
(Provide a list of the physical security controls that must be enabled in order to support the system/service when implemented. Insert Not Applicable if there are no requirements defined for this implementation)

Location	Control/Requirement	Responsible Party	How Req. is Being Addressed

Table N. *Facilities Requirements – Physical Security Controls*

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3.1.4   Support Materials

(Provide a list of the any additional hardware, software or other items that are required to support this implementation. This should include any materials that will be used to support implementation. If these items are site specific, list it under Section 5.0, Implementation Approach by Site. Insert Not Applicable where there are no requirements defined for this implementation)

Item	# Needed	Responsible Party	How Req. is Being Addressed

Table N. *Support Materials*

3.2 Personnel Requirements

(Provide the title, a description of the number of personnel, length of time needed and functional area for the staff needed to support this implementation)

Title	# of Personnel	Length of Time Needed	Functional Area (PM, Eng., Ops. Sec., Cust. Serv.)

Table N. *Personnel Requirements*

3.3 Roles and Responsibilities of the Implementation Team

The roles and responsibilities have been defined each implementation team member:

Role	Responsibilities
GSFC Project Manager/Team Lead	- Develop Implementation Plan (with inputs from team members) - Develop timelines/schedules - Monitor implementation activities and report on their progress as required
Implementation Team Lead	- Provide leadership and coordination for team members - Ensure team adherence to the approach defined in the Implementation Plan - Assign applicable requirements to appropriate team members - Maintain team adherence to timeline/schedule - Ensure that all implementation matrices are complete prior to their submission to the GSFC Project Manager/Team Lead - Provide weekly status on testing activities to the GSFC Project Manager/Team Lead
Test Team Members	- Utilize and adhere to the approach defined in the Implementation Plan when conducting activities - Complete all required fields in the Implementation Plan matrices as each activity is completed - Adhere to timelines/schedules by completing activities on schedule - Submit implementation results/status to the Test Team Lead as required
Implementation Verifiers	- Utilize and adhere to the approach defined in the Implementation Plan when conducting verification and validation activities - Provide secondary verification that all Implementation Plan matrices are completed as required - Identify any issues, comments and/or concerns to the GSFC Project Manager/Team Lead for mitigation and resolution

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Role	Responsibilities
	- Complete Section 6.1 of the Implementation Plan prior to submitting to the GSFC Project Manager/Team Lead - Adhere to timelines/schedules by completing all verification and validation activities on schedule

Table N. *Implementation Team Roles and Responsibilities*

3.4 Reporting

Table N defines the formal reporting associated with the management of this implementation activity.

Provider	Report Title/ Name	Format	Recipient	Distribution Method	Frequency (Weekly, Monthly, Quarterly, Ad hoc)
		Electronic		Electronic, via email	
		Electronic		Electronic, via email	

Table N. *Reporting*

3.5 Configuration and Records Management

(Identify any configuration managed related procedures, deliverables, or documentation that must be addressed during implementation)

The following Configuration Management procedures, deliverables, and documentation will be addressed during this implementation activity.

Procedure, Deliverable or Documentation Title	Provider	Recipient	When Item Will Be Addressed

Table N. *Configuration Management Procedures, Deliverables and Documentation*

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SECTION 4.0: IMPLEMENTATION PRE-PLANNING

4.1 Pre-Implementation Testing
(Provide a summary of all bench, lab, pilot program and/or other internal/external testing that has been/will be conducted prior to full-scale implementation of the system/service to be deployed. If this implementation includes a pilot program, the location/site/org/project where the pilot program should be listed as the first site in Section 5.0)

4.2 Site Surveys
(Provide a summary of any local or remote site surveys that have been/will be conducted to support this implementation)

Site/Location	Purpose	Date to Be Conducted

Table N. *Site Surveys*

4.3 Customer Communication and Outreach
(Provide a description of any customer outreach and communication activities that have been/will be conducted to support this activity. This may include: email, forums, customer meetings, marketing, website or other means of communication supported by Code 750).

Activity	Responsible Party	Means of Communication	Date to Be Conducted

Table N. *Customer Communication and Outreach*

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SECTION 5.0: IMPLEMENTATION APPROACH for ADDITIONAL ORGANIZATIONS/SITES

Instructions
1. Section 5.0 of the Implementation Plan has been set-up for one organization or site only.
2. GSFC Project Managers/Team Leads may add additional sub-sections as required based on the scope of their project. Additional sub-sections should be numbered 5.2, 5.3, etc.
3. If the implementation activity affects only one organization or site (reference preface in Section 3.0, Implementation Support), then this section should be marked as Not Applicable.
4. These instructions should be removed from the template prior to peer review

5.1 Implementation Approach for Organization/Site "X"

5.1.1 Organization/Site-Specific Requirements

The organization/site specific requirements defined for this implementation activity are derived from the *(enter document name(s), sections and section titles)*.

#	Requirement
1	
2	

Table N. *Organization/Site Requirements*

5.1.2 Organization/Site Points Of Contact

Name	Title	Organization	Email address

Table N. *Organization/Site Specific Points of Contact*

5.1.3 Organization/Site Specific/Host Center Support (HCS) Requirements

(Identify those implementation activities that require support Organization/site-specific/Host Center Support (HCS). Insert Not Applicable where there are no requirements defined for this implementation)

> *(Placeholder)*
> 1. *(Placeholder)*
> 2. *(Placeholder)*

5.1.4 Hardware, Software, Facilities, and Support Materials

5.1.4.1 Hardware

(Provide a list of organization or site specific hardware that will be implemented during this activity. This should include network devices, test equipment, and other any permanent or temporary device that will be implemented or used to support implementation. Activities consisting of configuration changes to existing hardware should also be noted in this section Insert Not Applicable if there are no hardware requirements defined for this project).

Device Name	Category (NW, Test, Security)	Permanent/ Temporary	# of Devices	Installation Location

Table N. *Hardware to be Implemented at (Insert organization or site name)*

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5.1.4.2 Software

(Provide a list of organization or site software that will be implemented during this activity. This should include client, server, applet or other software that will be implemented or used to support implementation. Activities consisting of configuration changes to existing software should also be noted in this section. Insert Not Applicable if there are no software requirements defined for this project).

Software Name	Category (NW, Test, Security)	Type (Client, Server, Applet, etc.)	Permanent/ Temporary	Installation Location

Table N. *Software to be Implemented at (Insert organization or site name)*

5.1.4.3 Facilities

(Provide a list of organization or site specific facilities requirements/modifications that are required software that will be implemented during this activity. This should include client, server, applet or other software that will be implemented or used to support implementation. Insert Not Applicable where there are no requirements defined for this implementation)

Floor Space

Location	Square Footage Required	Responsible Party	How Req. is Being Addressed

Table N. *Facilities Requirements at (Insert organization or site name) – Floor Space*

Rack Space

Location	RU Space Required	Responsible Party	How Req. is Being Addressed

Table N. *Facilities Requirements at (Insert organization or site) – Rack Space*

Power, UPS, Lighting, HVAC

Location	Category (P, U, L, H)	Requirement	Responsible Party	How Req. is Being Addressed

Table N. *Facilities Requirements at (Insert organization or site name) - Power, UPS, Lighting, HVAC*

Network Augmentation

Location	LAN/WAN	Requirement	Responsible Party	How Req. is Being Addressed

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Table N. *Facilities Requirements at (Insert organization or site name) – Network Augmentation*

5.1.4.4 Physical Security
(Provide a list of the organization or specific physical security controls that must be enabled in order to support the system/service when implemented. Insert Not Applicable if there are no requirements defined for this implementation)

Location	Control/Requirement	Responsible Party	How Req. is Being Addressed

Table N. *Facilities Requirements at (Insert organization or site name) – Physical Security Controls*

5.1.5   Support Materials
(Provide a list of the any additional organization or site specific hardware, software or other items that are required to support this implementation. This should include any items that will be used to support implementation. Insert Not Applicable where there are no requirements defined for this implementation)

Item	# Needed	Responsible Party	How Req. is Being Addressed

Table N. *Support Materials Required at (Insert organization or site name)*

5.1.6   Configuration Management
(Identify any organization or site specific configuration managed related procedures, deliverables, or documentation that must be addressed during implementation)

Procedure, Deliverable or Documentation Title	Provider	Recipient	When Item Will Be Addressed

Table N. *Configuration Management Procedures, Deliverables and Documentation Required at (Insert organization or site name)*

5.1.7   Schedule
(Provide a schedule of organization or site specific activities to be accomplished during implementation with forecasted start and end dates or insert a copy of the Project/Task Plan (PTP) or integrated schedule for this project).

5.2 *(Placeholder)*

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SECTION 6.0: POST-IMPLEMENTATION ACTIVITIES

6.1 Implementation Results and Verification

The implementation team and implementation verifiers shall use the following tables to record the results of their activities.

Hardware Installation

Device Name	Category (NW, Test, Security)	Date Installed	Installer Initials	Date Tested	Tester Initials	Test Results	Notes/Comments	Verified by Initials

Software Installation

Software Name	Category (NW, Test, Security)	Date Installed	Installer Initials	Date Tested	Tester Initials	Test Results	Notes/Comments	Verified by Initials

Facilities Modifications

Floor Space Location	Square Footage Required	Date Completed	Notes/Comments	Verified by Initials

Rack Space Location	RU Required	Date Completed	Notes/Comments	Verified by Initials

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Power, UPS, Lighting, HVAC Location	Category (P, U, L, H)	Requirement	Date Completed	Notes/Comments	Verified by Initials

Network Augmentation

Location	Requirement	Date Completed	Date Tested	Tester Initials	Test Results	Notes/Comments	Verified by Initials

Physical Security

Requirement	Date Completed	Date Verified by Code 750 Security	Notes/Comments	Verified by Initials

Support Materials

Item	Requirement	Date Completed	Date Verified	Notes/Comments	Verified by Initials

Configuration and Records Management

Procedure, Deliverable or Documentation Title	Date Completed	Notes/Comments	Verified by Initials

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Site Surveys

Site/Location	Date Conducted	Conducted by Initials	Results	Verified by Initials

Customer Communication and Outreach

Activity	Date Conducted	Conducted by Initials	Results	Verified by Initials

IMPLEMENTATION at ADDITIONAL SITES

Instructions

1. If the implementation activity affects only one site (reference preface in Section 3.0, Implementation Support), then this section should be marked as Not Applicable.

2. GSFC Project Managers/Team Leads may add additional sub-sections as required based on the scope of their project. Additional sub-sections should be numbered in relation to the final outline of Section 5.0 (ie. 5.1, 5.2, 5.3, etc.)

3. The instructions should be removed from the template prior to peer review

5.1 Implementation Approach for Site "X"

Hardware Installation

Device Name	Category (NW, Test, Security)	Date Installed	Installer Initials	Date Tested	Tester Initials	Test Results	Notes/Comments	Verified by Initials

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Software Installation

Software Name	Category (NW, Test, Security)	Date Installed	Installer Initials	Date Tested	Tester Initials	Test Results	Notes/Comments	Verified by Initials

Facilities Modifications

Floor Space Location	Square Footage Required	Date Completed	Notes/Comments	Verified by Initials

Rack Space Location	RU Required	Date Completed	Notes/Comments	Verified by Initials

Power, UPS, Lighting, HVAC Location	Category (P, U, L, H)	Requirement	Date Completed	Notes/Comments	Verified by Initials

Network Augmentation

Location	Requirement	Date Completed	Date Tested	Tester Initials	Test Results	Notes/Comments	Verified by Initials

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Physical Security

Requirement	Date Completed	Date Verified by Code 750 Security	Notes/Comments	Verified by Initials

Support Materials

Item	Requirement	Date Completed	Date Verified	Notes/Comments	Verified by Initials

Configuration and Records Management

Procedure, Deliverable or Documentation Title	Date Completed	Notes/Comments	Verified by Initials

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SECTION 7.0: ADMINISTRATION

7.1 Compliance
Compliance with the following is mandatory:
1. Testing and Recommendation activities will be conducted using the approach defined in this document.
2. This document does not supersede any internal (local) procedures specific to Organizations, Projects or local support entities.
3. Exclusion from the use of this document can only be made with the written permission of the Project Management Team.
4. Questions or inquiries relative to this document should be submitted in writing to the Enterprise Solutions Division (ESD), Code 750, Goddard Space Flight Center.

7.2 Control Information

Originating Group:	*(Enter the name of the Org., Division, Branch that initiated this project)*	**Date:** MM/YYYY
Author(s):	*(Enter the titles of the personnel and name of their Org., Division, Branch that developed the core content for this document)*	**Date:** MM/YYYY
Reviewer(s):	*(Enter the titles of the key personnel and name of their Org., Division, or Branch that participated in the formal review of this document. The title of the sections/groups who participated in the formal review of this document may also be entered)*	**Date:** MM/YYYY
Approved by:	*(Enter the titles of the key personnel and name of their Org., Division, or Branch who formally approved this document.*	**Date:** MM/DD/YYYY
Distributed to:	*(Enter the titles of the key personnel and name of their Org., Division, or Branch and/or the title of the sections/groups to whom this document was distributed, post-approval)*	**Date:** MM/DD/YYYY
Posting completed by:	Code 750 Configuration Management team	**Date:** MM/DD/YYYY

7.3 Change History Log

Revision	Effective Date	Description of Changes
Baseline	*MM/DD/YYYY*	Initial Release

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7.4 Document Change Control Mechanism

This document is under the administrative control of the Enterprise Solutions Division (ESD), Code 750, GSFC and will be enacted and maintained under the following guidelines.

1. This document becomes effective on the date of the last signature of the approval authorities.
2. This document shall be reviewed, as required, by the ESD to determine the need for its continuation, modification, or termination.
3. Any modification to this document (post-approval) shall be executed in writing and signed by the officials executing this plan or a delegated authority. Any modification which creates an additional commitment of NASA resources must be signed by the original NASA signatory authority or successor, or a higher level NASA official possessing original or delegated authority to make such a commitment.
4. Upon declaration of a national emergency or general mobilization, this document shall remain in effect but may be subject to immediate renegotiation.

ESD – Code 750 Implementation Plan

DOCUMENT NO.	Code750-<projectname>-*IMP*-<version #>-<date>	APPROVED BY Signature:	(On file)
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Appendix A: Acronyms (Instructions: This list will require modification as applicable)

ESD	Enterprise Solutions Division
GSFC	Goddard Space Flight Center – Greenbelt, MD
HCS	Host Center Support
N/A	Not Applicable
NASA	National Aeronautics and Space Administration